



January 23, 2013

Los Angeles County  
Department of Supervisors

Gloria Molina  
First District

Mark Ridley-Thomas  
Second District

Zev Yaroslavsky  
Third District

Don Knabe  
Fourth District

Michael D. Antonovich  
Fifth District

TO: Supervisor Mark Ridley-Thomas, Chairman  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: Mitchell H. Katz, M.D.  
Director

SUBJECT: **NOTIFICATION OF DEPARTMENT OF HEALTH  
SERVICES' USE OF DELEGATED AUTHORITY TO  
EXECUTE AN AGREEMENT WITH BOSTON REED  
COLLEGE FOR MEDICAL ASSISTANT TRAINING**

Mitchell H. Katz, M.D.  
Director

Yee, Jr., M.D., Ph.D.  
Chief Medical Officer

Christina R. Ghaly, M.D.  
Director, Strategic Planning

1001 South Street, Suite 912  
Los Angeles, CA 90012

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[www.dhs.lacounty.gov](http://www.dhs.lacounty.gov)

This is to advise the Board that the Department of Health Services (DHS) has exercised its delegated authority approved in 2001, and reaffirmed in 2005 and 2008 (Attachment A), which allows the Director of Health Services, or his authorized designee, to execute an agreement under \$300,000 for training services to implement the Health Care Workforce Development Program (HCWDP). The HCWDP is the labor/management program between DHS and SEIU Local 721, operated by the non-profit entity, the Worker Education and Resource Center (WERC). Training goals are established by HCWDP based on DHS strategic needs each year.

Specifically, DHS has executed an agreement with Boston Reed College with a maximum obligation of \$298,000, for a one year term, to provide certified Medical Assistant training that will allow DHS to staff Patient-Centered Medical Homes (PCMHs) that are mandated by December 2013 under the 1115 Waiver.

### Background

Access to high-quality,  
affordable, cost-effective  
health care for all  
of Los Angeles  
residents through direct  
investment in  
DHS facilities and  
collaboration with  
the academic medical  
community

The WERC agreement for Fiscal Year 2012-13 was approved by the Board on June 19, 2012, and the Board was advised at that time that the HCWDP was supporting 50 students enrolled in certified Medical Assistant programs with West Los Angeles and Pasadena City Colleges. DHS established a goal to train an additional 100 DHS staff through HCWDP to become Medical Assistants before the end of calendar year 2013, in order to meet the mandates of the Waiver to staff the PCMHs. The Pasadena City College's certified Medical Assistant Program is 18 months in duration with acceptance of only 50 students per session, which presented a challenge to meet DHS' goal.

HCWDP established new criteria in order to identify a college for a certified Medical Assistant training program that would enable DHS employees to train and sit for the California State Board Examination for Medical Assistants within the time requirements of the Waiver. Only colleges screened by DHS Human Resources (HR) staff, and whose certificates are currently being accepted in the hiring of Medical Assistants through the County examination process were considered. This created a list of 84 statewide schools for consideration.

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Each Supervisor  
January 23, 2013  
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HCWDP staff further screened the DHS HR approved certified Medical Assistant programs for the following criteria:

- Costs: ability to provide a full program for a reasonable cost.
- Capacity: ability to start promptly and to accommodate up to 120 students.
- Duration: ability to complete training before the end of 2013.
- Flexibility: ability to offer classes in various locations around Los Angeles County and on days and at times determined by WERC for the convenience of the students.

HCWDP narrowed the list to the 31 schools offering programs in Los Angeles County. Of these only eight offered programs for less than \$3,000 per student, and of those eight only two offered programs of less than one year duration, and only one had the capacity to accommodate at least 100 students by offering the classes at three different locations simultaneously. Boston Reed College met all criteria, and WERC has been able to secure the commitment for up to 120 students to be trained within one year, at locations throughout the county, at times that meet the needs of students who are also employed full time, and at a reasonable cost to the County.

Boston Reed agreed to the County's standard terms and conditions. County Counsel reviewed and approved the Agreement as to form.

If you have any questions or require additional information, please let me know.

MHK:sd

Attachment

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors



BOARD OF SUPERVISORS

Gloria Molina  
First District

Yvonne Brathwaite Burke  
Second District

Zev Yaroslavsky  
Third District

Don Knabe  
Fourth District

Michael D. Antonovich  
Fifth District

LEAF, Acting Director

COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
Figueroa, Rm. 912  
Los Angeles, CA 90012  
213-810-8101

September 20, 2001

To: Each Supervisor

From: Fred Leaf  
Acting Director of Health Services

Subject: **WORKFORCE DEVELOPMENT PROGRAM**

On July 31, 2001, the Board directed the Department of Health Services (DHS) to submit the revised Work Plan and Training Implementation Plan (TIP) for the Workforce Development Program (WDP) related to the Section 1115 Medicaid Waiver (1115 Waiver). This is to request your approval of those documents and to obtain delegated authority for the Director of Health Services to negotiate and execute the necessary contracts to implement the WDP pursuant to the specific parameters outlined in the TIP.

Workplan

The Workplan for Fiscal Years (FY) 2001-01 to 2004-05 has been revised in several key areas. Chief among these is infrastructure. The document no longer describes the establishment of an independent tax-exempt organization for the management of the program. In its place, an infrastructure is described which provides appropriate oversight and direction for the WDP, while expediting the project's implementation, and maintaining the existing Labor-Management partnership. This partnership will be further detailed in a Memorandum of Understanding to be entered into between Los Angeles County (County) and Service Employees International Union (SEIU) Local 660 and which is substantially similar to the one provided in the Workplan.

The Workplan has also been revised to implement several training initiatives related to nursing staff during this first year of the program. Specifically, these include training nurses in hemodialysis, critical care, and emergency room procedures. Implementation steps and timelines for these training areas, as well as all others, are provided in the Workplan and Attachment I of the Training Implementation Plan.

This revised Workplan is intended to provide an overview of the WDP over the next four years. As the WDP is implemented and, particularly, as DHS advances toward potential layoffs, the objectives described in the Workplan will change. The Workplan will be amended annually, as necessary, and Training Implementation Plans will be developed on an annual basis to reflect these changing priorities.

#### Training Implementation Plan

The first annual TIP is also provided as part of this package for your review and approval. The TIP for FY 2001-02 provides specific goals, objectives, and expected outcomes; a broad overview of the budget; and a description of the action plan for establishing the WDP infrastructure. Specifically, the TIP delineates individual training programs and estimated numbers of employees to be trained in each program.

Under the TIP, in the first year, the WDP intends to train over 4,000 individuals with a total expenditure of \$9.5 million in funding from the State (\$7.0 million) and the County Community and Senior Services (CSS) Department (\$2.5 million).

#### Budget/Funding

The Special Terms and Conditions governing the extension of the 1115 Waiver specify that a minimum of \$40 million in State and County funds at a two to one ratio, respectively, will be made available over the course of the extension period to fund the system's workforce training needs. Subsequent to approval of the Special Terms and Conditions, the State and County determined that the source of funding will be Title I of the Workforce Investment Act (WIA). The County's portion (\$13.5 million) will be provided through the WIA Dislocated Worker formula funds and the State's portion (\$26.5 million) will be provided through the Governor's 15% Discretionary funds. For FY 2001-02, a total of \$9.5 million has been set aside at the state level (\$7.0 million) and within CSS' budget (\$2.5 million). Budget tables in both the Workplan and the TIP summarize, according to accepted WIA requirements for programmatic and administrative allocations, the approximate distribution of those funds.

The WDP is 100% offset by funding from the Title I of the Workforce Investment Act (WIA).

#### Delegated Authority

As presented in concept to your Board in the discussion and written material presented at the July 31, 2001 Board meeting, DHS believes the success of this project is dependent upon the ability to expedite the implementation of the specific training programs. As such, I am requesting that your Board delegate to the Director of Health Services the authority to select providers, and negotiate and execute contracts with those providers to implement the specific

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: 20, 2001

programs identified in the TIP and the quarterly reports to your Board. All contracts  
proved as to form by County Counsel. This delegated authority will be limited to  
for any one contract and DHS will adhere to all legal requirements and policy  
ions regarding the necessity to competitively bid the contracts.

l me if you have any further questions.

nm/Ved\_mmm

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Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Director, Community and Senior Services  
Annelle Grajeda



THOMAS L. GARTHWAITE, M.D.  
Director and Chief Medical Officer

FRED LEAF  
Chief Operating Officer

COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
313 N. Figueroa, Los Angeles, CA 90012  
(213) 240-8101

BOARD OF SUPERVISORS

Gloria Molina  
First District

Yvonne Brathwaite Burke  
Second District

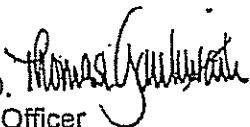
Zev Yaroslavsky  
Third District

Don Knabe  
Fourth District

Michael D. Antonovich  
Fifth District

October 4, 2005

TO: Health Deputies

FROM: Thomas L. Garthwaite, M.D.   
Director and Chief Medical Officer

SUBJECT: **HEALTH CARE WORKFORCE DEVELOPMENT PROGRAM – DELEGATED  
AUTHORITY TO ENTER INTO CONTRACTS**

This is to advise you that the Department of Health Services is continuing to exercise delegated authority to execute the necessary contracts to implement the Health Care Workforce Development Program (HCWDP), originally approved on September 25, 2001 and reaffirmed on June 14, 2005.

On September 25, 2001, the Board delegated authority to the Director to execute contracts up to a maximum of \$300,000 for any one contract to implement specific training programs identified in the Department's HCWDP Fiscal Year (FY) 2001-02 Training Implementation Plan (TIP), subject to County Counsel approval.

On June 14, 2005, the Board approved the TIP for FY 2005-06 and an Agreement Amendment with the Worker Education and Resource Center, Inc. to continue to provide personnel, program support services, and central office and instructional space for the HCWDP. The TIP goals for FY 2005-06 include new courses in allied health care professions as well as maintaining the nurse training programs already in place. HCWDP has successfully implemented and expanded the number of nursing and other allied health professional career path programs.

As required, any one contract greater than \$300,000 is presented to the Board for approval.

Please call me if you have any questions.

TLG:lm

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Director, Community and Senior Services.

SEPTEMBER 25, 2001  
SYN# AGN#

TUESDAY, SEPTEMBER 25, 2001

STATEMENT OF PROCEEDINGS

FOR THE REGULAR MEETING OF THE BOARD OF SUPERVISORS

OF THE COUNTY OF LOS ANGELES HELD IN ROOM 381B

OF THE KENNETH HAHN HALL OF ADMINISTRATION

500 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

9:30 A.M.

Present: Supervisors Gloria Molina, Yvonne Brathwaite Burke, Zev Yaroslavsky, Don Knabe  
and Michael D. Antonovich, Mayor

Absent: None

Invocation led by Father William P. Wolfe, St. Ambrose Catholic Church;  
Los Angeles (3).

Pledge of Allegiance led by Joseph N. Smith, Director of Military and Veterans Affairs  
Department.

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THE FOLLOWING ITEMS WERE PRESENTED TO THE BOARD FOR  
CONSIDERATION AND THE BOARD TOOK ACTIONS AS INDICATED IN  
BOLD AND IN CAPITALS

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SEPTEMBER 25, 2001

SYN# AGN#

SEPARATE MATTERS 69 - 70

71 69.

Consideration of the Acting Director of Health Services' Training Implementation Plan and revised Work Plan of the Workforce Development Project related to the Medicaid Demonstration Project (1115 Waiver), as requested by the Board at the meeting of July 31, 2001. **THE BOARD ACCEPTED THE ACTING DIRECTOR OF HEALTH SERVICES' REPORT; APPROVED THE RECOMMENDED AMENDMENTS TO THE WORK PLAN; AND DELEGATED AUTHORITY TO THE ACTING DIRECTOR OF HEALTH SERVICES TO EXECUTE THE NECESSARY CONTRACTS TO IMPLEMENT THE WORKFORCE DEVELOPMENT PROGRAM**

Absent: None

Vote: Unanimously carried

76 70.

Report by the Director of Children and Family Services and the Chief Probation Officer regarding their policies for transporting dependent children from Juvenile Hall, jail or other criminal justice facilities once a court has ordered them released, as requested by Supervisor Yaroslavsky at the meeting of September 4, 2001. **CONTINUED ONE WEEK (10-02-01)**

Absent: None

Vote: Unanimously carried

MISCELLANEOUS

71.

Additions to the agenda requested by Board members and the Chief Administrative Officer, which were posted more than 72 hours in advance of the meeting, as indicated on the green supplemental agenda.

52 71-A.

Recommendation as submitted by Supervisor Burke: Waive fees in amount of \$196, excluding the cost of liability insurance, for use of Helen Keller Park for community activities sponsored by Common Unity - C.U.R.E., a coalition of Vietnam Veterans of America, Chapter No. 713, held September 23, 2001. **APPROVED**

Absent: None

Vote: Unanimously carried





Health Services  
LOS ANGELES COUNTY

Los Angeles County  
Board of Supervisors

December 2, 2008

Gloria Molina  
First District

TO: Health Deputies

Yvonne B. Burke  
Second District

FROM: John F. Schunhoff, Ph.D.  
Interim Director of Health Services

Zev Yaroslavsky  
Third District

SUBJECT: **HEALTH CARE WORKFORCE DEVELOPMENT  
PROGRAM – DELEGATED AUTHORITY TO ENTER  
INTO AGREEMENTS**

Don Knabe  
Fourth District

Michael D. Antonovich  
Fifth District

This is to advise you that the Department of Health Services (DHS) is continuing to exercise delegated authority to execute the necessary Agreements to implement the Health Care Workforce Development Program (HCWDP) educational programs to DHS employees, originally approved on September 25, 2001 and reaffirmed on June 14, 2005.

John F. Schunhoff, Ph.D.  
Interim Director

On June 14, 2005, the Board approved the Training Implementation Plan (TIP) for FY 2005-06 and an Agreement with the Worker Education and Resource Center, Inc., to continue to provide personnel, program support services and central office and instructional space for the HCWDP. HCWDP is continuing the TIP goals with the development of Patient Financial Services (PFS) Training Program at LAC+USC Medical Center (LAC+USC).

Robert G. Splawn, M.D.  
Interim Chief Medical Director

Gueroa Street, Suite \*\*\*  
Los Angeles, CA 90012

A Request for Information (RFI) was released on May 7, 2008, for the selection of a contractor with a background in providing services to the homeless population. Only two contractors submitted proposals for evaluation and selection by the Labor and Management Team. On July 8, 2008, the Neighborhood Legal Services of Los Angeles (NLS) was selected to provide County employees with a training pilot program to qualify homeless patients for federal Supplemental Security Income (SSI) and Disability Security Income (DSI) reimbursement programs at LAC+USC.

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[www.dhs.lacounty.gov](http://www.dhs.lacounty.gov)

*To improve health  
through leadership,  
service and education.*

The DHS is recommending approval for the Interim Director or his designee to sign and execute an Agreement with NLS to continue the joint collaboration with SEIU Local 721 to provide educational programs for DHS employees.

As required, any one Agreement greater than \$300,000 is presented to the Board for approval. The PFS Project's maximum obligation to the County is \$100,000, effective upon Board of Supervisor's approval through June 30, 2009.

Please call me if you have any questions.

JFS: kke

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

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